

**VILLAGE OF GERMANTOWN  
PARK & RECREATION COMMISSION MINUTES  
CONFERENCE ROOM A  
March 21, 2018**

**CALL TO ORDER:** The meeting was called to order at 5:30 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Depies, Stapelman, Trustee Rep. Miller (arrived at 5:35p.m.). Absent and excused were Commissioner Knop and School Board Rep. Ray Borden. Also present were Director Schroeder, Program Supervisors Heinen, Rodger, and Secretary Lemke. Guests included Cole Navin, Eagle Scout.
- II. APPROVAL OF MINUTES:** *Motion by Depies, seconded by Stapelman to approve the minutes of February 21, 2018 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE:** Director Schroeder stated that he received an email from Zak Miller, new resident to Germantown, who lives near Alt Bauer Park and is wondering if there are any future plans to build a shelter/covered picnic area in the park?

*Motion by Depies, seconded by Stapelman to move to New Business, Items #1, 2 & 3. Motion unanimously carried.*

- V. OLD BUSINESS**  
*Motion by Miller, seconded by Depies to move Old Business, Item #1 to the end of the meeting. Motion unanimously carried.*

- 1. SPASSLAND PARK PLAYGROUND EQUIPMENT PROJECT – REVIEW OF PLAYGROUND DESIGNS** - The Request for Bid Proposals w/ Project Timeline were sent to seven playground companies on January 25<sup>th</sup>, with a submittal deadline of March 2<sup>nd</sup>. Six companies responded with a total of 11 designs received. An opportunity for public review and comment on selected design proposals will be provided until April 16<sup>th</sup> via Facebook survey and/or by stopping into village hall. Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the April meeting.

The remainder of the meeting relocated to the Village Board Room for viewing of the proposed playground equipment designs. Each company was asked to submit a large play design for 5-12 year age group and small design for ages 2-5. Mark stated that most of the proposals came in around the same dollar amount. The group discussed the differences between each design submitted by each individual company. The commission decided on 2 companies, Lee Recreation & Northland Recreation, each submitting 2 different designs.

- 2. FIREMEN'S PARK DESIGN PLANS – REVIEW & RECOMMENDATION ON REQUEST FOR PROPOSALS, PROJECT TIMELINE & PARK FACILITY DESIGN FIRMS** - At the February commission meeting, staff presented a draft Request for Proposals (RFP) for providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park. This RFP Project scope of work would include producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans would take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities. Included in the meeting packets is a revised RFP that incorporates additional information and recommendations from Village Trustee David Baum, as well as a modified project timeline. The revised RFP includes more specifics on the building program, square footages, and project budget based on the general direction to plan for a building similar to Kinderberg Park shelter only larger in size. The goal is to send the RFP to selected engineering/architectural firms the week of March 26<sup>th</sup>, with a proposal deadline of April 27<sup>th</sup>. The review and recommendation on the selected firm would take place at the May 16<sup>th</sup> Park & Recreation Commission meeting.

The overall consensus of the commission is to send out the RFP's as presented.

- 3. GERMANTOWN PARK & RECREATION PROGRAM BEHAVIOR POLICY - REVIEW & APPROVAL –**  
*Motion by Miller, seconded by Depies to table this item at this time.*  
*Motion unanimously carried.*

## **VI. NEW BUSINESS**

- 1. 2018 SUMMER RECREATION PROGRAM FEES & CHARGES – REVIEW & APPROVAL –** Patti stated that most of the fee increases are for camps, which are being held at St. Boniface and they have increased their facility usage costs. Other programs that have increases are due to running longer for summer of 2018. The programs that have a decrease in fees is due to shorter sessions.

*Motion by Miller, seconded by Depies to approve the Summer 2018 Program Fees & Charges as presented. Motion unanimously carried.*

- 2. KID'S KLUB SUMMER REGISTRATION FLYER –** Katie stated that registration is going well. Currently there are 6,900 total enrollments. If a family registers by the Tuesday of the prior week they receive an "early bird special" rate others will receive a late fee of \$5.00 per day if registering after that Tuesday.
- 3. EAGLE SCOUT PROJECT @ DHEINSVILLE PARK ARCHERY RANGE – REVIEW & APPROVAL OF REQUEST BY COLE NAVIN –** Cole gave his PowerPoint presentation of his proposed project for the archery range at Dheinsville Park. He will be repairing the current lane markers and adding an arrow holder to each post as well as adding 3 bow holders. He is also going to build 2 handicapped-accessible picnic tables and locate them near the shooting lanes. Cole will also be repainting the targets. Cole will be supplying food, water, labor, tools, supplies, construction, transportation of products, and installation. Cole is asking for the department to help with funds for material in the amount not to exceed \$500.00

***Motion by Miller, seconded by Stapelman to approve the Eagle Scout project presented by Cole Navin not to exceed \$500.00 from the Germantown Park & Recreation Department Funds. Motion unanimously carried.***

Commissioner Leukert excused @ 6:19 p.m.

4. **PARK & RECREATION COMMISSION MEMBER TERMS** – Mark stated that Commissioner Stapelman and Depies terms are up the April.
5. **2017 PARK & RECREATION DEPARTMENT ANNUAL REPORT** - copies of the annual report were handed out for viewing.

**VII. VILLAGE BOARD REPORT:** Rick stated that the new “Farm to Table” restaurant/sausage house has been approved. The Fire Chief, Gary Weiss, has resigned. The Clerk’s Office has hired an additional Assistant Clerk, Ben Hubrich. The rezoning has been approved for a new subdivision development on the southeast corner of Freistadt and Wausaukee Road.

**VIII. SCHOOL BOARD REPORT:** Absent and excused.

**IX. DIRECTOR’S REPORT:**

**Haupt Strasse Park Play Equipment Project** – MN/WI Playground has scheduled the installation of the playground equipment for the week of May 14<sup>th</sup>-18<sup>th</sup>. The village DPW/Parks crew will start the site preparation work (excavation/drain tile) in late April for completion by May 11<sup>th</sup>. Completion of the concrete walk and site restoration to follow play equipment installation.

**Spassland Park Play Equipment Project** - The Request for Bid Proposals w/ Project Timeline were sent to seven playground companies on January 25<sup>th</sup>, with a submittal deadline of March 2<sup>nd</sup>. Six companies responded with a total of 11 designs received. An opportunity for public review and comment on selected design proposals will be provided until April 16<sup>th</sup> via Facebook survey and/or by stopping into village hall. Final review and recommendation on the selected project design will be made by the Park & Recreation Commission at the April meeting.

**Firemen’s Park Shelter Design Plans** – At the February commission meeting, staff presented a draft Request for Proposals (RFP) for providing design services for a multi-purpose shelter building, and related site improvements for Firemen’s Park. This RFP Project scope of work would include producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans would take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities. Included in the meeting packets is a revised RFP that incorporates additional information and recommendations from Village Trustee David Baum, as well as a modified project timeline. The revised RFP includes more specifics on the building program, square footages, and project budget based on the general direction to plan for a building similar to Kinderberg Park shelter only larger in size. The goal is to send the RFP to selected engineering/architectural firms the week of March 26<sup>th</sup>, with a proposal deadline of April 27<sup>th</sup>. The review and recommendation on the selected firm would take place at the May 16<sup>th</sup> Park & Recreation Commission meeting.

**Gehl's Performing Arts Pavilion in Fireman's Park** – The delivery of the pre-cast concrete panels began on February 16<sup>th</sup>, with installation completed the week of February 26<sup>th</sup>. Installation of the steel beams/trusses and steel roof began on March 1<sup>st</sup>. Work has continued in March on the beams and roof with anticipated completion the week of March 19<sup>th</sup>-23<sup>rd</sup>. With the exception of site restoration/landscaping, the project is on schedule for completion by May 1<sup>st</sup>. Staff is currently working on policies and procedures for use and rental of the facility.

**Schoen Laufen Park Shelter Roof** – At the March 19<sup>th</sup> meeting of the Village Board, approval was given to award the contract to Murphy's Exterior Construction for materials and labor not to exceed \$15,000 to replace the existing cedar shake roof with a new standing seam metal roof with rubber gasket. The project also includes power washing and sealing of the exposed wooden ceiling and beams and repair of the fascia.

**Behavior Policy** – Included in the meeting packets is an updated Behavior Policy outlining behavior expectations, including a progressive action plan form. The information is currently being reviewed by the village attorney.

**Arbor Day Tree Planting** - The 2018 Arbor Day Tree Planting event, sponsored by Wendland Nursery, is being planned for St. Boniface School on Friday, April 27<sup>th</sup>. Kid's Klub students will be part of the activities. More details to follow.

### **Recreation Division Report –**

The department has 42 programs starting in March including: Basic First Aid for Kids, Zumba, Oodles of Art, Kids Cuisine, Scrapbooking Crop, Learn Magic, Archery, Ice Skating/Hockey, Parent Child basketball, Yoga, Afterschool Volleyball, Tae Kwon Do, Gymnastics, St. Patti's Tot Workshop, Explore Marital Arts, Miss Julie's Music Fun, Babysitter's Training, Restore Your Core, PULSE, Firefighters Are Your Friends, Story Stretchers, Preschool Play group, Afterschool Legos, Music Fun for Babies, Golf, Jr. Golf, Don't Be Bullied, EZ Defense for Women, Belly Dancing, Middle School Art, Watercolor for youth, Body Basics, Backyard Chicken Keeping, Advanced Bee Keeping, Boxenfit, Henna Tattoo, STEM Sampler, Succulents Class, TRX, Horseback riding, Try Something New.

Programs cancelled due to low enrollment: Adult Watercolor class, Ukulele Madness, Wizard Quest, and New-nutrition class.

#### **Upcoming events include the following:**

**Poms Performance:** Was held on Tuesday, March 6<sup>th</sup> at Kennedy Middle School with over 300 in attendance.

**Dance Recital:** Tuesday, March 20<sup>th</sup> at Kennedy Middle School starting at 6:30 p.m.

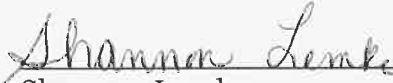
**Easter Egg Hunt:** Saturday, March 24<sup>th</sup> at Firemen's Park starting at 11:00 a.m. sharp. We could use some volunteers for that day, arrive at the Senior Center at 10:00 a.m. to help hide eggs, hunt is at 11:00 a.m. by 11:30 a.m. we should be cleaned up.

**Soccer:** The registration deadline is Friday, March 30<sup>th</sup>. Pee Wee & U6 Soccer will be starting on April 21<sup>st</sup>. Coach's meetings are set for April 10<sup>th</sup> to help coaches prepare for the upcoming season.

**Summer Registration:** Kid's Klub Program registrations began on March 12<sup>th</sup>. The remainder of summer program registration will start on April 9<sup>th</sup> for Residents, April 11<sup>th</sup> for Non-residents.

**X. ANNOUNCEMENTS OF PUBLIC INTEREST:** The next meeting will be held April 18<sup>th</sup> @ 5:30 p.m.

- XI. ADJOURNMENT: *Motion by Depies, seconded by Miller to adjourn. Motion unanimously carried.*** The meeting was adjourned at 7:30 p.m.

  
\_\_\_\_\_  
Shannon Lemke  
Secretary